

Hamm



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

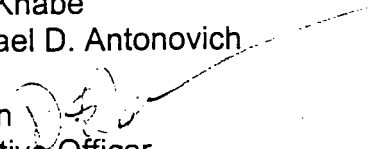
ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

September 23, 2005

To: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen 
Chief Administrative Officer

REQUEST TO APPOINT VIVIAN BRANCHICK TO THE POSITION OF DIRECTOR OF NURSING AFFAIRS, HEALTH SERVICES (HS) AT THE DEPARTMENT OF HEALTH SERVICES' (DHS) ADMINISTRATION

Consistent with the County's policies on management appointments, DHS requests authority to appoint Ms. Vivian Branchick to the position of Director of Nursing Affairs, HS, at Health Services Administration with an annual salary of \$161,200 (\$13,433.33 per month). The requested annual salary includes placement within the 4th Quartile (\$155,000) of the salary range R-15 for this position, plus a 4.0 percent nursing bonus of \$6,200.00. This item is vacant and funded in the Department's 2005-06 Adopted Budget.

The Department indicates that Ms. Branchick will have full responsibility for strategic planning and policy development for nursing resources and administration, including recruitment, training, retention and leadership development. In this capacity, Ms. Branchick will oversee enhancement of the Department's nursing services, including improved recruitment and nursing quality and enhanced integration of nurse training and staffing. Among her duties will be the development of measurable and achievable goals for nurse recruitment, retention, training and professional development. Her position will report directly to the Director of Health Services and serve as an important member of the Department's Senior Management Team.

Each Supervisor
September 23, 2005
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The Department indicates Ms. Branchick is highly qualified for this position, with extensive experience in nurse management, serving as Chief Nursing Executive at the Corona Regional Medical Center for several years, and in forming partnerships with community colleges and implementing programs to assist with nurse recruitment and retention. In addition, she has broad experience working in a number of different clinical settings which will assist her in understanding the complexities of recruiting for nurse positions within DHS.

Based on the information provided by the Department regarding Ms. Branchick's broad experience and qualifications, we concur with their request to appoint her to the position of Director of Nursing Affairs, HS, at an annual salary of \$161,200.

Because of the critical needs concerning nurse recruitment and retention at DHS facilities, the Department is requesting to make this appointment as soon as possible. Therefore, in accordance with the policy on managerial appointments, unless our office is informed otherwise from your offices by September 30, 2005, we will advise the Department that they are authorized to proceed with the appointment effective October 3, 2005

If you have any question or concerns regarding this appointment, please call me or your staff may contact George Parker of this office at (213) 974-1157.

DEJ:DIL
SAS:GP:alc

Attachment

c: Executive Officer, Board of Supervisors
Director of Health Services
Director of Personnel

Branchick.bm

management appointMENT request

Candidate Name: Vivian Branchick

Employee No.:

(Check one) NEW HIRE: ☒ PROMOTION: ☐

FACILITY/PROGRAM

Provide organization chart & highlight the position – *Attach electronic copy of organization chart*

Describe where the position fits into the management organizational structure:

This position is a direct report to the Director, Health Services, will serve on the Department's Senior Management Team and is responsible for strategic planning and policy development for nursing resources development and administration, including recruitment, training, retention and leadership development, as well as centralized policy development.

Describe the duties and responsibilities which reflect the scope and complexity of the position: _____

Ms. Branchick will be responsible for the following;

- Overseeing the development, implementation, maintenance and enhancement of the Department's nursing services and programs, nursing policies and procedures, nursing performance standards and quality assurance programs.
- Establishes a shared governance team of top nursing advisors to identify nursing services areas of focus and develop solutions that improve nursing quality, delivery and efficiency.
- Evaluates and develops policies and plans for ensuring mandates nurse/patient ratios.
- Develop and establish measurable and achievable goals for nurse recruitment, retention, training and professional development.
- Reviews and develops standards of performance for nursing services at medical centers, hospitals, comprehensive ambulatory care and community centers to evaluate comparative performance, make recommendations regarding the balancing of staffing and workload, and ensure the appropriate deployment of resources.
- Makes recommendations regarding the integration of nurse training and staffing with the planning, development and implementation of managed care delivery systems.
- Oversees the development and implementation of a centralized nursing workload data collection and reporting system which will be implemented and used consistently throughout the Department.
- Confers regularly with appropriate health professionals to review current operations, study problems and examine the feasibility of changes and improvements, recommend appropriate action in meeting existing needs and resolving specific problems, and advise on the establishment of long and short-term goals and objectives.
- Establish inter-disciplinary work groups with representatives from DHS HR, the Department of Human Resources, Chief Administrative Office, local universities, consultants and other professional development resources.

Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:

Ms. Branchick has been serving as the Chief Nursing Executive at the Corona Regional Medical Center since 2001 and is responsible for the Nursing Division, Emergency Services, Urgent Access, Case Management, Cancer Center and Education Department, with a budget of \$126 million and 286 FTEs. In addition, she has broad experience working in a number of different settings which will assist her in understanding the complexities of recruiting for nursing positions within DHS.

In her current position Ms. Branchick has demonstrated experience forming partnerships with community colleges and implementing programs to assist with recruitment, both of which will greatly assist her in this position. In addition, she has experience facilitating collaboration across multiple campuses, identifying best practices, and chairing multi-disciplinary committees, all of which are critical to this position.

Based on this experience, Ms. Branchick is highly qualified for this position and will be an immediate asset to the Department.

Provide the candidate's résumé or curriculum vitae – *Attach electronic copy*
See Attached

Identify highest paid subordinate reporting to this position

Name: Debi Popkins, Susan Coover, Sharon Trucker Title: All are Assistant Nursing Director, Administration

Identify management position above the position requested

Name: Thomas Garthwaite, M.D. Employee # _____ Title: Director, Health Services

NEW HIRE: Provide current salary and copy of most recent pay stub(s) for a full month's salary, or the previous year's W2 Tax form –
Attach electronic copy of pay document(s)

Current Salary - \$150,000/year (\$12,500/month)

■ HUMAN RESOURCES

Designate amount of proposed monthly salary based on standard 5.5 increase and/or verify that requested salary is consistent with other managers in the department – *Attach County Employee's CWTAPPS Screens: JHST and JBON*

PERCENTAGE INCREASE: N/A

PROMOTION: Verify current salary of the individual for whom the request is being submitted, and designate the proposed salary and percentage increase over current salary.

PERCENTAGE INCREASE: %

PROPOSED SALARY: Monthly: \$12,917 Annually: \$ 155,000 Schedule/Step or Range: R15

Provide listing of all internal equivalent positions within facility/program – *Attach electronic copy*

Irene Recendez, Chief Nursing Officer III, LAC+USC Healthcare Network (\$12,081/month)
Karen Wunch, Chief Nursing Officer II, Rancho (\$11,280)
Marianne Kainz, Chief Nursing Officer II, OVMC (\$11,413/month)
Margaret (Peggy) Nazarey, Chief Nursing Officer II, H/UCLA (\$11,966/month)
Vacant, Chief Nursing Officer II, KDMC

Verify that candidate is listed on the appropriate Certification List and is reachable – *Attach electronic copy*

This is an unclassified position that was recruited by the Department of Human Resources. Ms. Branchick was identified in Tier 1 by the recruitment firm.

Candidate Summary

Director of Nursing Affairs

LADHS

Personal information

Vivian C. Branchick
20230 Edgemont Place
Walnut, CA 91789

Education

California State University Los Angeles
 . MS HCM
 . MSN
University of Phoenix
 . BSN

Strengths:

Strong patient focus. Strategic planner.
Sets standard and develops competencies
with a macro perspective.

Management Style:

Hands on, lead by example Manager.
Maintains high expectations of herself
and others. Empowers those around her.
Maintains a contingency perspective.

Professional Experience

Corona Regional Medical Center
Corona, CA
Chief Nursing Executive
2001 - Present

Citrus Valley Medical Center
Intercommunity Campus &
Queen of the Valley Campus Covina,
CA
Vice President, Patient Care Services/
Chief Nurse Executive
2000-2001

Queen of the Valley Campus
Vice President, Patient Care Services
1991 -2000
Director of Nursing
1986-1991

Brotman Medical Center.
Director of Critical Care Service
1975-1986

An experienced, highly respected nurse executive with a proven record of operations improvement, financial management, program development, staff recruitment and mentorship and physician relations. Expertise includes managing change throughout mergers and organizational redesign for both non-profit and for-profit hospitals and healthcare systems.

An innovative and results oriented leader who effectively interprets and communicates business strategies, fosters participative management and excels at program development and implementation. A service and marketing oriented leader who is sensitive to the importance of being cost effective in today's competitive healthcare environment.

PROFESSIONAL EXPERIENCE

2001-Present

Corona Regional Medical Center, Corona, California

Chief Nursing Executive

Operational responsibility for Nursing Division, Emergency Services, Urgent Access, Case Management, Cancer Center, and Education Department, with a budget of 126M in revenue, and 286 FTE's.

- Implemented a temporary agency cost reduction strategy
- Implemented a product line management structure for cancer center
- Implemented a solid nursing division infrastructure to support patient care services
- Implemented a professional nursing practice model of care delivery
- Implemented core measures and quality outcomes for Pneumonia and Acute MI
- Developed and implemented several in-house training programs, including New Grad Program, OR Training Program, Critical Care Training Program, and ER Training Program
- Formed a partnership with Riverside Community College to implement a career development program
- Formed a partnership with Riverside Community College to implement a Nurse Student Externship Program as an organizational recruitment strategy.
- Developed and implemented a partnership with Centennial High School on a Health care Job Shadowing Program as a long term organizational strategy for nursing shortage

1986-2001

Citrus Valley Medical Center, Covina, California

Inter-Community Campus and Queen of the Valley Campus

Vice President, Patient Care Services/Chief Nurse Executive (2000-2001)

Led patient care services for two non-profit acute care hospitals with 508 beds, including two hospital-based transitional care units and in-patient mental health unit. Responsible for Citrus Valley Cardiovascular Center of Excellence, Family Birth and Newborn Center of Excellence, a free standing \$30 million project with 16 LDRs and a 40-bed NICU. Managed a \$117 million budget.

- Implemented a matrix management team covering two campuses, saving \$1 million per year.
- Standardized supplies and equipment, which resulted in more than \$1 million in savings.
- Facilitated collaboration across two campuses through increased visibility, communications and staff support.
- Identified best practices for patient care and implemented throughout the organization.
- Implemented an innovative recruitment strategy in cooperation with local nursing schools, including operating room, emergency and critical care training programs for new graduates. Successfully hired 55 registered nurses in six months as a result.
- Decreased nursing vacancies from 200 to 25 full-time equivalents through on-site job fairs, international recruitment, preceptorships and personal involvement in support of recruitment activities.
- Chaired a multi-disciplinary employee retention committee for the entire healthcare system and made recommendations to the executive team regarding salary, compensation and working conditions.
- Served as the administrative liaison for the Institutional Review Board with responsibility for policies and guidelines in compliance with FDA requirements. Participated on the Ethics committee as a key member.

Queen of the Valley Campus**Vice President, Patient Care Services (1991-2000)**

Held operational responsibility for nursing, transitional care, environmental, food and nutrition services, pharmacy, case management and social services for a 289-bed, acute care, non-profit hospital.

Participated in strategic planning and marketing.

- . Implemented case management and critical pathways that reduced average length of stay by 0.7 days in the first six months.
- . Participated on the strategic planning and steering committee for the merger of Queen of the Valley Hospital with Inter-Community Medical Center to form Citrus Valley Health Partners. Managed the successful integration of human resources policies and pay practices, while keeping staff morale high during and after the merger.
- . Served as the interim chief operating officer for a 10-month period.
- . Built an 18-bed pediatric unit and initiated pediatric oncology services, maintaining a 90% occupancy rate. Opened a CCS follow-up clinic.
- . Initiated the design and implementation of an automated patient care documentation system, the first Point of Care Documentation system in Southern California.
- . Managed quality patient care indicators, which resulted in Queen of the Valley Hospital being named one of Top 100 hospitals in 1992 and Honorable Mention in 1993.
- . Oversaw the design, construction, licensing and certification of a 23-bed, hospital-based transition care unit.
- . Expanded the surgical services, including design, construction and licensing of an additional operating room suite for open-heart surgery.
- . Increased community education programs, including teen pregnancy and Lamaze program.

Queen of the Valley Hospital, West Covina, California**Director of Nursing (1986-1991)**

Managed nursing operations, including critical care, medical-surgical, cardiology, cancer service, hospice, and pediatrics.

- . Consolidated management teams and operational responsibilities, saving \$350,000 in expenses.
- . Implemented and managed the successful integration of nurse aides in telemetry units, resulting in \$400,000 in labor savings.

Brotman Medical Center, Culver City, California

1975-1986

Director of Critical Care Services

Held operational responsibilities for surgical and medical intensive care, open-heart program, coronary care, surgical and medical telemetry units and in-patient hemodialysis. Designed the construction and consolidation of all five critical care units on one floor and purchased state-of-the-art equipment.

EDUCATION

California State University, Los Angeles, Los Angeles, California

Master of Science, Health Care Management, 1988

Master of Science in Nursing, 1990

University of Phoenix, Los Angeles, California

Bachelor of Science, Nursing, 1985

Marian College of Nursing, Manila Philippines

Diploma in Nursing, 1971

AFFILIATIONS

American Organization of Nurse Executives

Association of California Nurse Leaders

Sigma Theta Tau International Nursing Honor Society

Azusa Pacific University School of Nursing, 1996-2000, Advisory Board Member California

State University, Los Angeles, 1997, Advisory Board Member Riverside Community

College, Riverside, California, 2002, Nursing Advisory Board

LICENSE/CERTIFICATIONS/AWARDS

California Registered Nurse License, active

President Elect, Inland Empire Nursing Executive Leadership Council, 2004

Received JCAHO Commendation for Pain Management Performance Improvement Outcomes, 2003 American

Nurses Association Certification in Nursing Administration

San Gabriel Valley Nurse Executive Council, Vice President, 1994-1998

YWCA Women of Achievement Award in Health Care, San Gabriel Valley YWCA, 1994

YWCA Certificate of Achievement Award, San Gabriel Valley YMCA, 1989; 1993

PRESENTATIONS

Pain Management Seminar: VHA West Coast Best Practices in Pain Management, November 2000 Point of
Care Documentation System: One-California Healthcare Seminar, February 1992

Office of Nursing Affairs

August 1, 2005

